JOB SUMMARY

1. Provides secretarial services to the City Clerk and Council.
2. Types correspondence, other material from handwritten copy, primary or semi-finished source material, recordings from Council Meetings.
3. Assist the City Clerk with establishing, maintaining, certify the authenticity of, and makes available to the public, all files for Council minutes, records, correspondence, legal notices, oaths of office, Civil Service records, election records, ordinances, deeds, etc.
4. Maintains files of items such as Elections, City Clerk and City Council files and retrieves files as requested.
5. Indexing of minutes, ordinances and resolutions.
6. Receives, opens, sorts and screens incoming mail.
7. Greets visitors and directs them to appropriate individuals/department.
8. Places, answers, screens and directs phone calls, taking messages as required.
9. May operate various office equipment.
10. Assist City Clerk with monitoring office supplies.
11. Makes copies, collates and staples materials as requested.
12. Performs related work and duties as needed or as assigned.

TRAINING AND EXPERIENCE REQUIRED:

- Knowledge of modern office procedures and methods including telephone communications, office system and record keeping.
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.
- Skill to use a personal computer and various software packages.
- Skill to type 50 words per minute.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.

CREDENTIALS AND EXPERIENCE:

- Associate Degree with courses in Secretarial/Office Administration.
- Two years experience or equivalent combination of education and experience.

NOTE: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties which may be performed. Duties are subject to change as operational needs justify.